

IMPORTANT NOTE: Due to timing issues, agenda items 7(c) will be considered for action by the Executive Committee using its authority to act on behalf of the full Commission per Bylaws, Section 2(a)(2). This agenda is being sent as the required notification to all Commissioners of these pending actions. **It is not necessary/required for non-Executive Committee members to attend this meeting, however; your comments and/or input prior to, or at, the meeting is welcome and encouraged.**

MEETING NOTICE
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: Jeff Nooyen (Chair), Alice Connors (Vice Chair), Steven Abel, Dick Koeppen, Thomas Kautza, Jeremy Johnson, Dave Albrecht

Date: Wednesday, November 29, 2023 (In-Person)

Time: 10:00 a.m.

Place: East Central Wisconsin Regional Planning Commission Offices (400 Ahnaip Street, Suite 100; Menasha)

Members-Please contact the East Central office if you are unable to attend and arrange for an alternate to be present.

AGENDA

1. Welcome and Introductions

2. Roll Call

A. Introduction of Alternates, Staff and Guests

3. Approval of the Agenda/Motion to Deviate

4. Public Comment

5. Approval of the Minutes of the October 27, 2023 Executive Committee Meetings

6. Announcements and Discussion Items

7. New Business/Action Items

- A. Review and approval of the Draft 2024 Commission Meeting Schedule
- B. Proposed Resolution 57-23: Adopting the 2024 Cost Allocation Plan, Indirect Cost Rate, and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission *(being addressed under the full authority of the Commission)*
- C. Review and discussion on the 2024 Draft Work Program and Budget
- D. **CLOSED SESSION:** The Committee will convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss strategy regarding ongoing negotiations with another entity so as not to compromise the Commission's bargaining position and Section 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, the 2024 staffing plan, and to conduct the annual performance evaluation and review of the 2024 employment agreement terms for the Executive Director.
- E. **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters.

- i. Action from closed session discussions

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)

9. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** *The next Executive Committee meeting is scheduled for Wednesday, January 17th, 2024. To be held in person at East Central office(s) An agenda and meeting materials will be forthcoming.*
- B. **Commission Meeting:** *The next Commission meeting date Friday, January 26, 2024. An agenda and meeting materials will be forthcoming.*

10. Adjourn

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.

MEETING MINUTES EXECUTIVE COMMITTEE MEETING East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Jeff Nooyen (Chair), Alice Connors (Vice Chair), Steven Abel, Dick Koeppen, Thomas Kautza, Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Dave Albrecht (Perm. Alt. for Tom Egan)*

Date: October 27, 2023 @ 9:00 a.m.
Shawano County – DHS Conference Room, W7327 Anderson Ave., Shawano WI

1. **Welcome and Introductions** – Chair Nooyen called the meeting to order at 9:00 a.m.

2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

Committee Members Present:

Alice Connors (Vice Chair) Calumet County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses) Menominee County
Jeff Nooyen (Chair) Outagamie County
Tom Kautza Shawano County
Steve Abel Fond du Lac County

Committee Members Absent (Excused):

David Albrecht (Perm. Alt. for Tom Egan) Winnebago County
Dick Koeppen Waupaca County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke Executive Director
Craig Moser Deputy Director
Sara Otting Controller
Leann Buboltz Administrative Coordinator

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Kautza and seconded Vice Chair Connors to approve of the agenda as presented. Motion carried.

4. **Public Comment** – No public comments

5. **Approval of the Minutes of the September 20, 2023 and October 18, 2023 Executive Committee Meetings.** Chair Nooyen requested that the motion include the September 20, 2023 and October 18, 2023 minutes together. The members concurred. A motion was made by Mr. Abel and seconded Mr. Kautza to approve of the Minutes of the September 20, 2023 and October 18, 2023 Executive Committee Meetings as presented. Motion carried.

6. **Announcements and Discussion Items**

1. Director's Report - Melissa Kraemer-Badtke *list not all inclusive.*

i. **Commissioner News:** Ms. Jane Comstock recently resigned her position on the Menominee County Board. East Central staff will be working with Menominee County on a new appointment.

ii. **Staffing Updates:**

1. New hires - Brice Richardson and Abby Mader were hired to fill the Associate Planners for the Transportation Team. Kia Kling was hired to serve as the new Associate Planner for the Safe Routes to School Program. Ms. Kling will be working with Commission on a part-time basis beginning in 2024 and then begin working full time in May, 2024. Kia currently has an internship with the Village of Fox Crossing and she is also attending

UW- Green Bay and is working towards a Bachelor's Degree in Environmental Science and Policy with an emphasis in Planning.

Resignations – Staff received a resignation letter from Wilhelmina Paustian who served as the Lead-Senior Planner in the Sewer Service Area. ECWRPC will be posting her position in the near future.

- iii. **Small Community Technical Assistance Program:** Ms. Kraemer Badtke shared that East Central staff and Ayres Associates hosted workshops during the week of October 9th at the City of Chilton and New Holstein and also the Village of Brandon and Fremont. The listed communities hosted a visioning session with local business and local community members. She noted that East Central staff also conducted a walkabout around the community; drafted and presented a plan for the respective community. The finalized plans will be available for each of the communities in November. Ms. Kraemer Badtke commended Commissioner Englebert for developing the program while employed at ECWRPC and Colin Kafka for taking over the program when Mr. Englebert transitioned to his new role at Outagamie County.

7. **New Business/Action Items**

- A. 3rd Quarter, 2023 Financial Report – presented by Sara Otting. An overview was given to the members of the 2023 Financial Report for the Third Quarter. One of the items noted is that with the GASB changes it shows that the Commission could be released from the building lease earlier than expected with the timeframe of July of 2023.

A motion was made by Mr. Kautza and a second by Vice Chair Connors to accept 3rd Quarter – 2023 Financial Report as presented and to place on file. Motion carried unanimously.

- B. 3rd Quarter, 2023 Work Program Performance Report. Ms. Otting gave an overview of the 2023 Work Program Performance Report. Amongst other items, she noted that the accounts are all on track. Report is placed on file.

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of the 3rd Quarter, 2023 Work Program Performance Report as presented and be placed on file. Motion carried unanimously.

- C. Proposed Resolution 49-23: Approving the Calumet County Specialized Transportation Coordinated Plan 2024-2028.
- D. Proposed Resolution 50-23: Approving the Fond du Lac County Specialized Transportation Coordinated Plan 2024-2028
- E. Proposed Resolution 51-23: Approving the Outagamie County Specialized Transportation Coordinated Plan 2024-2028
- F. Proposed Resolution 52-23: Approving the Shawano and Menominee County Specialized Transportation Coordinated Plan 2024-2028
- G. Proposed Resolution 53-23: Approving the Waupaca County Specialized Transportation Coordinated Plan 2024-2028
- H. Proposed Resolution 54-23: Approving the Winnebago County Specialized Transportation Coordinated Plan 2024-2028

Proposed Resolutions - Approving the Specialized Transportation Coordinated Plans for Calumet, Fond du Lac, Shawano and Menominee, Outagamie, Waupaca, and Winnebago Counties. Ms. Root-Whitby reported that East Central Wisconsin Regional Planning Commission (ECWRPC), is designated by the Wisconsin Department of Transportation to lead the development of the Specialized Transportation Coordinated Plan every five years. Chairperson Nooyen requested that the motion combine and include Proposed Resolutions 49-23, 50-23, 51-23, 52-23, 53-23, and 54-23 to formally adopt the 2024 – 2028 Specialized Transportation Coordinated Plans for each of the respective counties: Calumet, Fond du Lac, Outagamie, Shawano and Menominee, Waupaca, and Winnebago, respectively. The Commission members concurred.

A motion was made by Vice Chair Connors and a second by Mr. Kautza to approve Proposed Resolutions 49-23, 50-23, 51-23, 52-23, 53-23, and 54-23 to formally adopt the 2024 – 2028

Specialized Transportation Coordinated Plans for each of the respective counties. Motion carried unanimously. Ms. Kraemer Badtke went on record commending Ms. Root-Whitby for taking the lead on this project.

- I. Proposed Resolution 55-23: Adopting the 2023 Comprehensive Economic Development Strategy (CEDS) 5-Year Update presented by Mr. Colin Kafka. Link available to review: <https://www.ecwrpc.org/public-review/>. Mr. Kafka shared that the EDA requires the Commission to complete a major update of the strategy every five years and a minor update to the strategy annually. He noted that with the last major update occurring in 2018. Mr. Kafka noted that the main components (and findings), of the CEDS are:
- Summary Background: An inventory of key economic markers and conditions of the regional economy.;
 - SWOT and Engagement: A Strengths, Weaknesses, Opportunities, and Threats analysis exercise was conducted with public and private stakeholders. He noted that staff met with county stakeholders over June/July to further discuss economic development issues and priorities in each county.;
 - Strategic Direction and Action Plan: Using the data from the *summary background* and *engagement*, the strategic direction and action plan identifies the regional vision, goals, objectives, and actions to be implemented to address economic development challenges and capture opportunities;
 - Evaluation Framework: Performance measures for ECWRPC are identified to evaluate the implementation of the strategic direction and action plan. Partnerships, timelines, and evaluation metrics are also provided and will be reviewed annually.
 - Staff recommends that the Executive Committee approve Proposed Resolution 55-23

A motion was made by Vice Chair Connors and a second by Mr. Abel to approve of Proposed Resolution 55-23: Adopting the 2023 Comprehensive Economic Development Strategy (CEDS) 5-Year Update. Motion carried unanimously.

- L. Proposed Resolution 56-23: Authorizing East Central Wisconsin Regional Planning Commission to act as the Fiscal Agent and Grant Administrator for a Regional Aviation Development Fund and Authorizing the Executive Director of the Commission to Develop and Execute any Required Agreements. Mr. Moser shared with the members that East Central leadership were approached by the ATW staff to be the fiscal agent for the Regional Aviation Development Fund. Staff have been in discussions with the Appleton Airport Director regarding the administration of a proposed *Regional Aviation Development Fund*, to help support continued growth of the aviation sector in the region as a component of East Central's core Economic Development Program area. Mr. Moser noted that under the proposed model, ECWRPC would serve as the fiscal agent of a segregated fund to support the development of aviation-related economic development initiatives in East Central's service area, no cost would be levied. Also shared was that fund promotion and development would be handled by other stakeholder agencies. Initially, the program is designed to enhance commercial air service development by providing incentives for new route destinations or increased frequency to existing destinations. Additional opportunities to enhance the aviation sector will be evaluated moving forward. ECWRPC would establish a Special Project Committee, per Article VI, Section 3 of East Central's By-Laws, to review and award grants from the fund.

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of Proposed Resolution 56-23: Authorizing East Central Wisconsin Regional Planning Commission to act as the Fiscal Agent and Grant Administrator for a Regional Aviation Development Fund and Authorizing the Executive Director of the Commission to Develop and Execute any Required Agreements. Motion carried unanimously.

8. **Informational/Discussion Items**

- A. County Roundtable Discussion (*as time permits*) – Mr. Johnson of Menominee County asked the members if they could share what their County Board has done as it relates to salary increase(s) and inflation costs. Mr. Koeppen of Waupaca County indicated that they are going forward with a 5% salary increase in addition to the steps; Vice Chair Connors of Calumet County shared that they are going forward with a 4% salary increase in addition to the steps.

9. **Establish Time and Place for Next Commission Meeting**

- A. **Executive Committee Meeting:** ~~DATE CHANGE~~ The next Executive Committee meeting is scheduled for ~~Wednesday, November 15, 2023~~ Rescheduled for Wednesday, November 29, 2023 at 10:00 a.m. To be held in person at East Central office(s) An agenda and meeting materials will be forthcoming.
- B. **Commission Meeting:** *The next Commission meeting will be held at Shawano County DHHS - W7327 Anderson Ave., Shawano WI on Friday, October 27, 2023 at 10:00 a.m.*

10. **Adjourn** – A motion was made by Vice Chair Connors and second by Mr. Kautza to adjourn with the time noted at 9:35 a.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC

TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director
DATE: November 29, 2023
RE: 2024 Commission Meeting Schedule

Per the recently adopted changes to the By-Laws allowing greater flexibility in the meeting schedule of the Commission, a Draft 2024 Quarterly Commission schedule is provided for review and approval by the Executive Committee. The primary change is adjusting the full Commission meetings to the 4th Wednesdays and adding a March and May Commission meeting, which replace the April meeting. Given the considerable work anticipated in 2024 with the SERDI assessment and MPO re-designation, those additional meetings are likely necessary. However, the meeting schedule may be reduced in subsequent years due to the MPO re-designation process, which will eliminate the Appleton/Fox Cities and Oshkosh MPO action items from the Commission agendas.

2024 Quarterly Commission Schedule

1/24/2024	4th Wed	Quarterly Commission	10:00 AM	1st Quarter
3/27/2024	4th Wed	Quarterly Commission	10:00 AM	1st Quarter
APRIL ELECTIONS				
5/22/2024	4th Wed	Quarterly Commission	10:00 AM	2nd Quarter
7/24/2024	4th Wed	Quarterly Commission	10:00 AM	3rd Quarter
10/23/2024	4th Wed	Quarterly Commission	10:00 AM	4th Quarter

Staff Recommendation: Staff recommends approval of the Draft 2024 Quarterly Commission meeting schedule.

DATE: November 13, 2023

TO: ECWRPC Executive Committee

FROM: Sara Otting, Controller

RE: **Proposed Resolution 57-23** Adopting The 2024 Cost Allocation Plan, Indirect Cost Rate and Certificate of Lobbying for The East Central Wisconsin Regional Planning Commission

The Cost Allocation Plan and the Certificate of Lobbying is included in the meeting materials. The purpose of the Cost Allocation Plan is to summarize the methods and procedures that East Central uses to allocate cost to various programs, grants, contracts, and agreements. Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principals and Audit Requirements for Federal Awards* establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government.

On April 12, 2021, East Central staff received an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation from the U.S. Department of Interior. This rate was utilized for 2020 and 2021. The audit for 2022 was used to calculate an adjustment to the rate that will be effective for 2024.

East Central staff has been working with the Department of Interior to develop the 2024 Indirect Cost Rate Proposal, which will be based on the 2022 audit. The Indirect Cost Rate Proposal includes supplemental materials including the 2022 Audited Financial Statements, estimated financial data for the 2024 Proposed Budget, the Certificate of Indirect Cost Rate and the Signed Certificate of Lobbying. The NICRA for 2024 has been approved by Department of Interior at 77.34%. The Fringe rate for 2024 has been updated to 50.04%

The Cost Allocation Plan, the Indirect Cost Proposal, and the Certificate of Lobbying acknowledges that the methodology used to determine East Central's costs are following federal requirements and standards regarding lobbying costs.

Staff Recommendation: Staff recommends approving Proposed Resolution 57-23 Adopting The 2024 Cost Allocation Plan, Indirect Cost Rate and Certificate of Lobbying for The East Central Wisconsin Regional Planning Commission.

East Central Wisconsin Regional Planning Commission

Cost Allocation Plan

2024

Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. East Central's Cost Allocation Plan treats all allowable costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint purpose benefitting more than one cost objective, and not readily assignable to a particular final cost objective, without effort disproportionate to the results achieved.

Only costs that are necessary and reasonable for the performance of the federal award and allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by East Central.

Methodology

This proposal is based on East Central's actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2022. The general approach of East Central in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, contracts, etc.
- B. Allowable fringe benefits including compensated absence time, FICA, Unemployment Insurance, Worker's Compensation, health insurance, retirement system contribution, life & disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc. using direct labor as the base. We removed the GASB expense as it fluctuates every year and there is no logical way to budget for the changes that we can't control.
- C. All other allowable general and administrative costs are pooled and allocated to programs, grants, etc. using direct labor as the base.

Note--On April 12, 2021 an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation was received from DOI. This rate will be used for 2020 and 2021. The audit for 2020 will be used to calculate an adjustment to the rate that will be effective for 2022; the audit for 2021 will be used to calculate an additional adjustment for the rate to be applied in 2023. This process will be ongoing.

Allocation of Costs

The following information summarizes the procedures that have been used by East Central:

- A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. NOTE-Paid intern's labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).
- B. Insurance - Insurance needed for a particular program is charged directly to the program requiring the coverage. Other insurance coverage that benefits all programs is allocated to the overhead category.
- C. Professional Services Costs (such as consultants) -Costs that benefit all programs are charged directly to the program requiring the service.
- D. Audit Costs –A portion of the annual audit fees relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining charge will be allocated to the overhead category.
- E. Postage - Allocated based on usage. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- F. Printing – Allocated based on usage. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- G. Program Supplies - Expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.
- H. Equipment/Depreciation – East Central depreciates equipment when the initial acquisition cost exceeds \$5000 or the estimated useful life is in excess of two years. Items below \$5000 are reflected in the supplies category and expensed in the current year. Costs that benefit all programs will be allocated to the overhead category.
- I. Training/Conferences/Seminars –Costs that benefit one program will be charged directly to the program. Costs that benefit all programs will be allocated to the overhead category.
- J. Travel Costs - All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs will be allocated to the overhead category.

- K. Vehicle Costs (Vehicle lease payments, vehicle maintenance costs associated with leased and owned vehicles, gas, repairs, insurance) - Allocated to the program benefiting from the vehicle costs, using the federal mileage reimbursement rate. Vehicle costs that benefit all programs will be allocated to the overhead category.
- L. Facilities Expenses (includes Rent, Utilities, Maintenance) - Facilities costs related to general and administrative activities are allocated to the overhead category.
- M. Other costs (including software subscriptions, membership dues, licenses, fees, etc.) – Expenses are charged directly to programs that benefit from the expense/service. Expenses that benefit all programs will be allocated to the overhead category.
- N. Unallowable Costs – Costs that are unallowable in accordance with Title 2 of the *U. S. Code of Federal Regulations* Part 200, *Subpart E-Cost Principles*, including alcoholic beverages, bad debts, contributions, entertainment, fines & penalties, interest, promotional material, etc. are not included in the calculation of the indirect rate.

Indirect Salary Narrative

Executive Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Deputy Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Controller charges for time spent on financial management, procurement, employee benefit administration, and contract administration.

GIS Manager charges for time spent on coordination of regional GIS projects, data collection/manipulation, and archive administration.

IT Manager charges for time spent on support of the network and staff, procurement, and web maintenance.

Administrative Staff charges for time spent on support of staff, preparation of materials for the Commissioners, and report preparation and production.

East Central Wisconsin Regional Planning Commission 2023 Table of Organization (Staff)

Executive Division

Melissa Kraemer-Badtke
Executive Director & MPO Director

Craig Moser
Deputy Director

Administrative Services Division

Leann Buboltz
Administrative Coordinator

Sara Otting
Controller

Technical Services Division

GIS Program

Mike Zuege
GIS Manager

Rachel Roth
GIS Analyst

Casey Peters
GIS Analyst

IT Program

Tim Badtke
IT Manager

Planning Services Division

Transportation MPO Planning Program

Kim Biedermann
Principal Planner -
Transportation

Brenna Root
Associate Planner

Abby Mader
Associate Planner

Chris Colla
Associate Planner

Brice Richardson
Associate Planner

Environmental Mgt. & SSA Planning Program

Vacant
Senior Planner

Scott Konkle**
Senior Planner / NR-135
Mine Reclamation

Economic Development Program

Colin Kafka
Associate Planner

Safe Routes to School Program

Jennie Mayer
Senior/SRTS Planner

Kia Kling
SRTS Planner

Kim Dieck
SRTS Planner

** Secondary role in Economic
Development Program*

*** Indicates GIS skills and need for
coordination/compliance with GIS
Coordinator's data and mapping
policies and procedures*

CERTIFICATE OF INDIRECT COST RATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal, dated June 14, 2023, to establish indirect cost billing rates for calendar year 2024 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 *U. S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) **The indirect cost rate calculated from the NICRA is 127.38%** which is calculated using a direct cost base type of direct salaries and wages. The calculations were based on actual costs from fiscal year 2022 and budgeted costs for fiscal year 2024, to obtain a federal indirect cost billing rate for fiscal year 2024.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Signature: _____

Name of Official: Jeff Nooyen

Title: Commission Chair

Email: jeff.nooyen@outagamie.org

Date of Execution: November 29, 2023

LOBBYING CERTIFICATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

As the official having the authority to negotiate indirect cost rates on behalf of East Central Wisconsin Regional Planning Commission, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs as set forth in Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in the development of the indirect cost billing rate for the fiscal year ending December 31, 2024, based on actual costs from fiscal year 2022.

I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

Signature: _____

Name of Official: Jeff Nooyen

Title: Commission Chair

Email: jeff.nooyen@outagamie.org

Date of Execution: November 29, 2023



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

State and Local Governments Indirect Cost Negotiation Agreement

EIN: 39-1170145

Date: 11/02/2023

Organization:

East Central Wisconsin Regional Planning Commission
400 Ahnaip St. Suite 100
Menasha, WI 54952

Report Number: 2023-0666

Filing Ref.:

Last Negotiation Agreement
dated: 08/11/2022

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 applies subject to the limitations in Section II.A. of this agreement. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

Section I: Rate

Start Date	End Date	Rate Type	Rate Details				
01/01/2024	12/31/2024	Fixed Carryforward	Name	Rate	Base	Location	Applicable To
			Indirect	77.34 %	(A)	All	All Programs

(A) Base: Total direct salaries and wages, excluding fringe benefits. The rate applies to all programs administered by the non-federal entity. To determine the amount of indirect costs to be billed under this agreement, direct salaries and wages should be summed and multiplied by the rate. All other program costs, including fringe benefits associated with direct salaries and wages, should be eliminated from the calculation.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

Treatment of paid absences: Vacation, holiday, sick leave pay and other paid absences are included in the organization's fringe benefit rate and are not included in the direct cost of salaries and wages. Claims for direct salaries and wages must exclude those amounts paid or accrued to employees for periods when they are on vacation, holiday, sick leave or are otherwise absent from work.

Section II: General

- A. **Limitations:** Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).
- B. **Audit:** All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.
- C. **Changes:** The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was submitted. Changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement may require the prior approval of the cognizant agency. Failure to obtain such approval may result in subsequent audit disallowance.
- D. **Rate Type:**
1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.
 2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.
 3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
- E. **Rate Extension:** Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.
- F. **Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.
- G. **Record Keeping:** Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.
- H. **Reimbursement Ceilings:** Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.
- I. **Use of Other Rates:** If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the

Section II: General (continued)

affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

- J. **Central Service Costs:** If the proposed central service cost allocation plan for the same period has not been approved by that time, the indirect cost proposal may be prepared including an amount for central services that is based on the latest federally-approved central service cost allocation plan. The difference between these central service amounts and the amounts ultimately approved will be compensated for by an adjustment in a subsequent period.
- K. **Other:**
1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.
 2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.
 3. Indirect cost proposals must be developed (and, when required, submitted) within six (6) months after the close of the governmental unit's fiscal year, unless an exception is approved by the cognizant agency for indirect costs

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the State and Local Governments

By the Cognizant Federal Government Agency

East Central Wisconsin Regional Planning
Commission

US Department of Commerce - EDA

DocuSigned by:
Melissa Kraemer Badtke
9D828F8DBDDA43E...

DocuSigned by:
Craig Wills
B47DB1F4A5DB4BF...

Signature

Signature

Melissa Kraemer Badtke
Name:

Craig Wills
Name:
Division Chief
Indirect Cost & Contract Audit Division
Interior Business Center

Executive Director
Title:

Title:

11/2/2023
Date

11/2/2023
Date

Negotiated by: Stacy Frost
Telephone: (916) 930-3815

Next Proposal Due Date: 06/30/2024

**East Central Wisconsin Regional Planning Commission
FY 2022 Carryforward and FY 2024 Rate Computation**

Supplement

Title/Description	Year Ending Amounts
FY 2022 Direct Salaries Base	\$731,383
FY 2022 Indirect Cost Rate	82.32%
FY 2022 Recoverable Indirect Costs	<u>\$602,074</u>
FY 2022 Indirect Costs	\$487,040
FY 2020 Underrecovery Carryforward to FY 2022	142,559
FY 2022 Indirect Cost Pool	<u>629,599</u>
Less: FY 2022 Recoverable Indirect Costs	(602,074)
FY 2022 Underrecovery Carryforward to FY 2024	<u>27,525</u>
FY 2024 Indirect Costs	768,126
FY 2024 Indirect Cost Pool	<u>\$795,651</u>
FY 2024 Direct Salaries Base	<u>\$1,028,737</u>
FY 2024 Indirect Cost Rate	<u>77.34%</u>

PROPOSED RESOLUTION NO. 57-23

**ADOPTING THE 2024 COST ALLOCATION PLAN, INDIRECT COST RATE, AND
CERTIFICATE OF LOBBYING FOR THE EAST CENTRAL WISCONSIN REGIONAL
PLANNING COMMISSION**

WHEREAS, the East Central Wisconsin Regional Planning Commission receives federal and state funding for various programs, including transportation and economic development, and;

WHEREAS, pursuant to Title 2 *U. S. Code of Federal Regulations* Part 200, Appendix VII, the federal Department of Commerce – Economic Development Administration (EDA) is deemed to be the cognizant agency for overseeing financial reporting at the federal level for the East Central Wisconsin Regional Planning Commission and;

WHEREAS, the United States Department of Commerce – Economic Development Administration (EDA) contracts with the United States Department of Interior to review and approve indirect cost proposals, and;

WHEREAS, in accordance with Title 2 *U. S. Code of Federal Regulations* Part 200, on an annual basis, an Indirect Cost Proposal and a Certificate of Lobbying must be developed and the Department of Interior on behalf of the Economic Development Administration requests a submittal of the proposal for approval/negotiation, and;

WHEREAS, in 2020, the Commission received a Negotiated Indirect Cost Rate Agreement from the Department of Interior and any indirect cost rates thereafter will be a fixed carry forward indirect cost rate, and;

WHEREAS, East Central staff have prepared and worked with the U.S. Department of Interior to develop the 2024 Indirect Cost Proposal, and;

NOW, THEREFORE, BE IT RESOLVED that the East Central Wisconsin Regional Planning Commission approves the 2024 Cost Allocation Plan, the 2024 Indirect Cost Rate and Certificate of Lobbying, which are considered to be part of this Resolution.

BE IT FURTHER RESOLVED that the East Central Wisconsin Regional Planning Commission authorizes the Executive Director to submit the 2024 Cost Allocation Plan, the Indirect Cost Rate and a Certificate of Lobbying to the U.S. Department of Interior and the Economic Development Administration.

Effective Date: November 29, 2023

Submitted To: Executive Committee

Prepared By: Melissa Kraemer Badtke, Executive Director

Jeff Nooyen, Chair – Outagamie Co.

Melissa Kraemer Badtke – ECWRPC Executive Director

_____ Date Approved

DATE: November 29, 2023

TO: ECWRPC Executive Committee

FROM: Melissa Kraemer Badtke, Executive Director; Craig Moser, Deputy Director; and Sara Otting, Controller

RE: Discussion on the Draft 2024 Work Program and Budget

Attached you will find the 2024 preliminary budget and levy options for the Commission. Based on the reorganization plan, the budget focused on the core program areas with significant funding increases in the transportation program.

In addition, there were a few assumptions that were made by the East Central staff in developing the Preliminary Budget and Levy Options.

- **Health Insurance Rates**– Health Insurance Premiums were provided in September and have been updated in the 2024 budget. The health insurance increased by approximately 10% with the costs being split equally between the Commission and the employees.
- **Lease** – The lease for the Commission expires in July 2024. The preliminary budget included moving expenses, along with a lease payment that would be similar to the current one.
- **Merit and Salary Adjustments** – The draft budget also accounted for salary adjustments and merit increases for the upcoming year.

Indirect Cost and Fringe Rate Comparison

As part of the reorganization plan in 2020, staff took into account the fact that the indirect rate was high. The reorganization plan implemented ways to reduce the indirect cost rate. These included items such as renegotiating our lease, eliminating unnecessary overhead costs, and changing the employee contribution for health insurance. Beginning in 2020, staff worked with the U.S. Department of Interior to negotiate an indirect cost rate and annually works with their team to negotiate this rate using a fixed carry forward rate (meaning the rate is based on two years prior – i.e. 2024 indirect cost rate is based on 2022 audited financials). In 2023, the Indirect Cost Rate was quite low because the rate was based on the 2021 audit and there was significant staff turnover during that year. In 2024, you will notice that the indirect cost and fringe rates increased by about 20%.

Indirect Cost and Fringe Rate Comparison						
	2020*	2021	2022**	2023**	2024**	Difference between 2023 and 2024
Negotiated Indirect Cost Rate (NICRA)	54%	69%	82%	59%	77%	18%
Fringe Benefits	79%	75%	67%	48%	50%	2%
Total	133%	144%	149%	107%	127%	20%

*2020 reorganization plan was approved and began implementation; The negotiated indirect cost rate for 2020 and 2021 was based off of the 2019 audit.

**2022, 2023, and 2024 used fixed carry forward for indirect cost rate based off of the audit two years previously. For example, the 2023 NICRA is based on the audit from 2021

Regional Comprehensive Plan and Implementation: The Regional Comprehensive Plan will be completed in 2024 and included in the budget is funding to implement regional planning studies that will be identified in the Regional Comprehensive Plan.

Assumptions for Transportation Program funding:

Appleton (Fox Cities)/Oshkosh MPO Program: The transportation funding amounts for the Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organizations will increase slightly for 2024. The Appleton (Fox Cities) and Oshkosh MPO programs also have Safe and Accessible Transportation Options (SATO) funding which is eligible for 100% reimbursement if used for Completed Streets/SATO eligible planning activities and specifically detailed as such within the MPO's 2024 UPWP, due to a waiver of the local match requirement.

This information was not factored into the 2024 preliminary budget approved by the Commission at the July 28th meeting. Due to this change, \$52,288.41 of local levy that had been budgeted as local match is now available for levy reduction or reallocation. The Executive Committee decided to reserve the funding for potential costs associated with identified 2024 special projects based on the update of the Commission's Strategic Plan.

Appleton (Fox Cities)/Oshkosh MPO Programs				
	Federal Funding	State Funding	Local Funding	Total Funding
2024 UPWP Funding Levels	\$580,815	\$36,266	\$108,938	\$726,019
2024 Safe and Accessible Transportation Options	\$209,154			
Additional Appleton (Fox Cities)/Oshkosh Local Match			\$52,288	
2024 Total Appleton/Oshkosh Funding	\$789,969	\$36,266	\$161,226	\$987,461
2023 UPWP Funding Levels	\$725,476	\$34,025	\$147,344	\$906,845
Amount Increased	\$64,493	\$2,241	\$13,882	\$80,616

Fond du Lac MPO Program: The Fond du Lac MPO funding will not increase for 2024. The Fond du Lac MPO Policy Board chair has requested that local match that was initially provided for the Safe Accessible Transportation Options funding remain with the Fond du Lac MPO. The total for the Fond du Lac MPO would remain at \$225,000 for 2024.

Regional Transportation Program: The Regional Transportation Program amount will likely remain the same as this year. Commission staff have received funding approval letters from the Wisconsin Department of Transportation. At this time, Commission staff has assumed that the amount of funding will remain the same for next year.

In addition, the new Bipartisan Infrastructure Law (BIL)/Infrastructure Investment and Jobs Act (IIJA) is a 5-year bill and it is anticipated that MPO budgets will increase by 2% annually. There are also new federal requirements and program deliverables that will need to be included in the work program and budget. This includes housing coordination and 2.5% of the budget will need to be used to plan for safe and accessible streets. Additional guidance from Federal Highway Administration, Federal Transit Administration, and the Wisconsin Department of Transportation will be forthcoming.

Regional Safe Routes to School Program funding: Funding levels for the Regional Safe Routes to School Program will also increase in 2024. East Central staff requested a six month extension for a few of the project awards and the Wisconsin Department of Transportation approved that extension. During the pandemic, the Safe Routes to School team was unable to travel to schools and work with SRTS Coalitions on this program. However, the team continues to develop SRTS action plans and work with communities and schools on educating students on bicycling and walking.

Economic Development Program:

3-Year Planning Partnership Grant (70% federal funding, 30% local match): In the fall of 2023, East Central staff applied for the 3-year planning partnership grant. Economic Development Administration (EDA) staff indicated that East Central would receive 70% federal funding with a 30% local match. For the previous 3-year planning partnership grant, the Commission was awarded funds from EDA with 60% federal funding with a 40% local match. The Commission will be in the first year of the three-year planning partnership grant. In the preliminary budget, East Central staff anticipated that the local match would be higher than the \$90,000 and would like input from the Executive Committee about possibly providing additional local match, so there will be not be a fluctuation in the local match every three years and maintaining the economic development program at the \$350,000 funding level. The additional local match required to maintain the program at current levels equals \$16,667 per year, over the three year period.

EDA 3 Year Planning Partnership Grant Funding Rates

Federal Funding	Grant rate	Local match	Total project cost
\$210,000	50%	\$210,000	\$420,000
\$210,000	60%	\$140,000	\$350,000
\$210,000	70%	\$90,000	\$300,000
\$210,000	80%	\$52,500	\$262,500

Sewer Service Area/Water Quality Management Program: In 2023, East Central received increased funding from the Wisconsin Department of Natural Resources. For the 2024 preliminary budget, East Central staff assumed that the same amount provided by the Wisconsin Department of Natural Resources would be provided for the program in 2024. The Commission match for the program would be approximately \$75,000. While DNR has indicated that additional funding to help support the work of RPC's on Water Quality Management has been provided via the Bipartisan Infrastructure Law (BIL), no specific information has been provided detailing how this additional funding will be administered. Once that information is available, it will be brought forward for consideration.

Local Contracts: East Central staff has been working with the Town of Buchanan, City of Shawano and Village of Brandon on proposals and budgets to develop their Open Space Recreation Plans. The Open Space Recreation Plans are a requirement for communities to apply for the Wisconsin Department of Natural Resources Stewardship funding.

The following budget tables have been finalized.

- Table 1 – Draft 2024 Budget Summary
- Table 2 - Programs & Grants – Federal and state funding received by the Commission
- Table 3 - Overhead Budget – These amounts have been updated since the July, 2024 meeting

Staff Recommendation: The final draft of the 2024 budget and work program will be on the agenda for the January 2024 Executive Committee and Commission Board meetings. At this time, staff is seeking direction and/or feedback on the 2024 draft budget.

Table 1: East Central Wisconsin RPC Draft 2024 Budget Summary

Projected Operating Revenues	2024 PROPOSED BUDGET	2023 APPROVED & AMENDED BUDGET	Difference (\$)	Difference (%)
Intergovernmental Grants	\$ 1,934,452	\$ 1,900,025	\$ 34,427	1.8%
Federal Grants	\$ 1,835,258	\$ 1,801,490	\$ 33,768	1.9%
State Grants	\$ 99,194	\$ 98,535	\$ 659	0.7%
Other Grants	\$ -	\$ -	\$ -	0.0%
Intergovernmental Charges for Services	\$ 807,472	\$ 809,817	\$ (2,346)	-0.3%
Local districts membership levy	\$ 625,000	\$ 625,000	\$ -	0.0%
Local district contracts (secured & estimated)	\$ 24,316	\$ 40,792	\$ (16,477)	-40.4%
NR-135 program (Operator fees)	\$ 137,346	\$ 123,450	\$ 13,896	11.3%
NR-135 program (WDNR fees)	\$ 20,810	\$ 20,575	\$ 235	1.1%
Public Charges for Services	\$ 38,000	\$ 14,000	\$ 24,000	171.4%
Total Operating Revenues	\$ 2,779,923	\$ 2,723,842	\$ 56,081	2.1%
Projected Operating Expenses				
Salaries and wages	\$ 1,377,260	\$ 1,285,494	\$ 91,766	7.1%
Staff	\$ 1,360,260	\$ 1,271,494	\$ 88,766	7.0%
Commissioners (meeting payments)	\$ 17,000	\$ 14,000	\$ 3,000	21.4%
Employee fringe benefits	\$ 420,112	\$ 413,496	\$ 6,616	1.6%
Health Insurance	\$ 213,727	\$ 219,308	\$ (5,581)	-2.5%
FICA, Wkmn's Comp, Life, WRS, etc.	\$ 206,385	\$ 194,188	\$ 12,197	6.3%
Direct grant expenses	\$ 641,598	\$ 682,758	\$ (41,160)	-6.0%
Overhead Expenses	\$ 311,579	\$ 290,009	\$ 21,570	7.4%
6100 Meeting Expenses & Staff Development	\$ 17,990	\$ 17,440	\$ 550	3.2%
6200 Supplies	\$ 7,000	\$ 5,600	\$ 1,400	25.0%
6300 Office Space & Equipment	\$ 141,804	\$ 62,529	\$ 79,275	126.8%
6400 Reference materials, subscriptions and dues	\$ 3,585	\$ 1,600	\$ 1,985	124.1%
6500 Printing and Publishing	\$ 1,000	\$ 12,500	\$ (11,500)	-92.0%
6600 Postage	\$ 500	\$ 500	\$ -	0.0%
6700 Staff expenses	\$ 11,500	\$ 9,000	\$ 2,500	27.8%
6800 Insurance, legal, audit	\$ 55,200	\$ 42,840	\$ 12,360	28.9%
Interest	\$ 5,000	\$ 7,500	\$ (2,500)	-33.3%
Depreciation	\$ 68,000	\$ 130,500	\$ (62,500)	-47.9%
Total Operating Expenses	\$ 2,750,548	\$ 2,671,757	\$ 78,791	2.9%
Projected Surplus / (Deficit)	\$ 29,375	\$ 52,085	\$ (22,710)	-43.6%

Table 2: ECWRPC - 2024 Federal and State Program Revenues & Matches

Funding Source	Funding Entity/Program	2024 Total Estimated Award Amount		Required Local Share %	Local Share Amount (ECWRPC Levy)	Total Program Cost
		Federal Amount	State/Local Amount			
PL Funding	FHWA and State- PL (FC&Osh MPOs)	\$ 580,815	\$ 36,266	15.0%	\$ 108,938	\$ 726,019
PL Funding	FTA & FHWA SATO 2.5% (FC & Osh MPOs)	\$ 209,154				\$ 209,154
	Local Additional FC/O				\$ 52,288	\$ 52,288
PL Funding	Appleton/Oshkosh MPO Carryover	\$ 260,000	\$ 13,000	16.0%	\$ 52,000	\$ 325,000
PL Funding	FHWA - PL (Fond du Lac MPO)	\$ 132,902	\$ 6,462	16.1%	\$ 26,763	\$ 166,127
PL Funding	FTA & FHWA SATO 2.5% (FDL MPOs)(\$ 47,099				\$ 47,099
	Local Additional FDL				\$ 11,775	\$ 11,775
SPR Funding	FHWA - Regional Program (SPR)	\$ 71,729	\$ 8,966	10.0%	\$ 8,966	\$ 89,661
TAP Funding	Regional Safe Routes to School Program (SRTS)	\$ 390,560		20.0%	\$ 97,640	\$ 488,200
Fed/Local	GO Transit Development Plan	\$ 35,000	\$ 8,500	20.0%		\$ 43,500
Federal	EDA - Economic Development Program Planning Grant	\$ 70,000		30.0%	\$ 46,667	\$ 116,667
EPA & DNR funding	#1230 - WDNR - NR-121 Sewer Service Area Planning Grant	\$ 38,000	\$ 26,000	54.0%	\$ 75,000	\$ 139,000
Local Levy	Regional Comprehensive Plan				\$ 50,000	\$ 50,000
	Totals	\$ 1,835,258	\$ 99,194		\$ 530,037	\$ 2,464,489

Federal Grant Total \$ 1,835,258
State Grant Total \$ 99,194
Other Grant Total

Total \$ 1,934,452

**\$3.65
Leveraged for
every \$1 matched by EC**

Table 3: ECWRPC 6000 Work Program Element -2024 Overhead Budget

Work Program Element/Item	Overhead Item	PROPOSED 2024 BUDGET	ADOPTED 2023 BUDGET	Difference (2023-2024)
6100	Meeting Expenses & Staff Development	\$ 17,990	\$ 17,440	\$ 550
6101	Staff Development*	\$ 10,490	\$ 12,940	\$ (2,450)
6102	Commissioner's Meeting Exp. (mileage only)**	\$ 7,500	\$ 4,500	\$ 3,000
6200	Supplies	\$ 7,000	\$ 5,600	\$ 1,400
6201	General Office & Copier Supplies	\$ 5,000	\$ 4,000	\$ 1,000
6203	GIS Printing/Plotting/Graphics Supplies		\$ 100	\$ (100)
6205	Miscellaneous Supplies	\$ 2,000	\$ 1,500	\$ 500
6300	Office Space and Equipment	\$ 141,804	\$ 62,529	\$ 79,275
6302	Utilities & Security Monitoring	\$ 15,000	\$ 12,500	\$ 2,500
6310	Telephone/Internet	\$ 6,000	\$ 6,000	\$ -
6320	General Office Furniture/Equipment	\$ 83,600	\$ 8,000	\$ 75,600
6340	Computer & Software Expense	\$ 7,000	\$ 6,250	\$ 750
6350	Copier/Postage Meter Rental	\$ 1,000	\$ 1,000	\$ -
6391	Computer Software Maintenance	\$ 29,204	\$ 28,779	\$ 425
6400	Reference Materials, Subscriptions & Dues	\$ 3,585	\$ 1,600	\$ 1,985
6401	Reference Materials & Books	\$ 100	\$ 100	\$ -
6410	Subscriptions	\$ 2,000	\$ 500	\$ 1,500
6450	Professional Org. Memberships & Dues	\$ 1,485	\$ 1,000	\$ 485
6500	Printing and Publishing	\$ 1,000	\$ 12,500	\$ (11,500)
6503	Marketing	\$ 1,000	\$ 12,500	\$ (11,500)
6600	Postage	\$ 500	\$ 500	\$ -
6700	Staff Expenses*	\$ 11,500	\$ 9,000	\$ 2,500
6701	Agency Car Maintenance & Expenses	\$ 4,500	\$ 3,000	\$ 1,500
6702	EE Vehicle Mileage (not job related)	\$ 2,000	\$ 2,000	\$ -
6703	Other EE Expenses (not job related)	\$ 5,000	\$ 4,000	\$ 1,000
6800	Insurance, Legal and Audit	\$ 55,200	\$ 42,840	\$ 12,360
6803	Insurance	\$ 12,000	\$ 6,850	\$ 5,150
6820	Legal Counsel / HR Services / Prof fees	\$ 28,000	\$ 20,000	\$ 8,000
6830	Annual Audit	\$ 12,700	\$ 13,990	\$ (1,290)
6840	Banking Fees	\$ 2,500	\$ 2,000	\$ 500
	Other Professional Serivces - Moving costs			\$ -
6900	Capital Purchases	\$ 25,000	\$ 15,000	\$ 10,000
6870/assets	Capital Purchases, Computers & Equipment	\$ 25,000	\$ 15,000	\$ 10,000
GRAND TOTAL		\$ 263,579	\$ 167,009	\$ 96,570